

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 967-2

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services		Emergency Management & Civil Defense Agency Accounting
AGENCY		DIVISION
Item No.	SUPERSEDES SCHEDULE 748 Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain permanently.</p> <p>Retain permanently.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7-11-83 Louis J. Mouci Admin Off I

Date

Signature

Title

Date

State Archivist

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Item No.	Description	Retention
	<p><u>C. Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action Agency Budget and Closing Reports</p> <p><u>D. Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p> <p><u>E. Miscellaneous Accounting Records</u></p> <p>Bank Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices/Transmittals Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal)</p> <p><u>F. Purchasing Records</u></p> <p>Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Notice of Award of Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
G.	<u>Personnel Records</u>	
	Correspondence, memos, reports	Retain for five (5) years, then destroy.
	Day Books - diary of days activities	Retain for ten (10) years, then destroy.
	Applications of interviewees	Retain for three (3) years or audit, then destroy.
	Classification records and reports	Retain for five (5) years, then destroy.
	MOBDES - individual mobilization	Retain for five (5) years, then destroy.
	County personnel records *	Retain for five (5) years after leaving county service, then destroy.
H.	<u>Contracts and Grants</u>	
	Federal contract reports	Retain for five (5) years, then destroy.
	Federal contracts	Retain for seven (7) years or audit, then destroy.
	Federal project contract applications	Retain eight (8) years from date of completion.
	Emergency Management Assistance Contract	Retain for five (5) years, or audit, then destroy.
I.	<u>Flood Disaster Accounts</u>	
	* Agency Personnel Folders	Retain for four (4) years after termination of employment, then destroy.